

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

December 8, 2006

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B2001667
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Stevens Van Lines, Inc. Manager 3000 Sanders Rd. Lansing, MI 48917 sayed@stevensworldwide.com	TELEPHONE: James A. Sayed (517) 322-2035
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1650 Terry Harris
Contract Compliance Inspector: Terry Harris Moving of Office Equipment and Supplies -- Various State Agencies Lower Peninsula of Michigan	
CONTRACT PERIOD: From: September 1, 2002 To: March 31, 2007	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby EXTENDED through March 31, 2007.
All other terms and conditions remain the same.

AUTHORITY/REASON:

Per DMB/Purchasing Operations

Total Estimated Contract Value Remains: \$1,500,000.00

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

May 26, 2006

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B2001667
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Stevens Van Lines, Inc. Manager 3000 Sanders Rd. Lansing, MI 48917 sayed@stevensworldwide.com	TELEPHONE: James A. Sayed (517) 322-2035
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1650 Terry Harris
Contract Compliance Inspector: Terry Harris Moving of Office Equipment and Supplies -- Various State Agencies Lower Peninsula of Michigan	
CONTRACT PERIOD: From: September 1, 2002 To: December 31, 2006	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby EXTENDED through December 31, 2006.
All other terms and conditions remain the same.

AUTHORITY/REASON:

Per DMB/Purchasing Operations

Total Estimated Contract Value Remains: **\$1,500,000.00**

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

August 27, 2004

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B2001667
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR	TELEPHONE James A. Sayed (517) 322-2035
Stevens Van Lines, Inc. Manager 3000 Sanders Rd. Lansing, MI 48917	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1650 Terry Harris
Contract Compliance Inspector: Terry Harris Moving of Office Equipment and Supplies -- Various State Agencies Lower Peninsula of Michigan	
CONTRACT PERIOD: From: September 1, 2002 To: September 1, 2006	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, this contract is hereby EXTENDED through September 1, 2006.
All other terms and conditions remain the same.

PLEASE NOTE: The buyer has been CHANGED to Terry Harris.

AUTHORITY/REASON:

Per DMB/Acquisition Services.

Total Estimated Contract Value Remains: \$1,500,000.00

DATE: SEPTEMBER 23, 2002

TO: ALL STATE AGENCIES
ADMINISTRATIVE OFFICERS
AGENCY PROCUREMENT OFFICES
FREIGHT CONTACT PEOPLE

FROM: ANDRE' K. MORROW, C.P.M.

RE: OFFICE MOVING CONTRACT - Lower Peninsula (071B2001667)

This memorandum is to clarify transition issues regarding the Office Moving Contract (071B2001667) with Stevens Van Lines, Incorporated, the current vendor. This contract became effective September 1, 2002, and covers the Lower Peninsula office moves regardless of dollar value. **Moving services that fall under the Agencies' delegated authority shall not exempt Agencies from this mandatory contract.** State Agencies shall not contract moving services with other sources, unless those moves were planned, proposed, accepted by the Agency, and approved by Acquisition Services prior to the month of September. Any and all moves, planned, proposed, or carried out after September 30, 2002 shall be performed by the new moving services contractor, Stevens Van Lines Incorporated.

IT IS IMPERATIVE THAT THIS INFORMATION REACH ALL STAFF INVOLVED IN AUTHORIZATION OF OFFICE MOVES IN YOUR DEPARTMENT.

Should you have any questions, please contact Andre' Morrow at (517) 241-1218 or email: morrowa@michigan.gov.

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

August 30, 2002

NOTICE
TO
CONTRACT NO. 071B2001667
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR	TELEPHONE James A. Sayed (517) 322-2035
Stevens Van Lines, Inc. Manager 3000 Sanders Rd. Lansing, MI 48917	VENDOR NUMBER/MAIL CODE
	BUYER (517) 373-7368 Corinne Sackrider
Contract Administrator: André Morrow (517) 241-1218 Moving of Office Equipment and Supplies -- Various State Agencies Lower Peninsula of Michigan	
CONTRACT PERIOD: From: September 1, 2002 To: September 1, 2005	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

THIS CONTRACT IS EXTENDABLE TO LOCAL UNITS OF GOVERNMENT

The terms and conditions of this Contract are those of ITB #071I2000259, this Contract Agreement and the vendor's quote dated 5-30-02. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: **\$1,500,000.00**

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CONTRACT NO. 071B2001667
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR		TELEPHONE James A. Sayed (517) 322-2035
Stevens Van Lines, Inc. Manager 3000 Sanders Rd. Lansing, MI 48917		VENDOR NUMBER/MAIL CODE
		BUYER (517) 373-7368 Corinne Sackrider
Contract Administrator: André Morrow (517) 241-1218 Moving of Office Equipment and Supplies -- Various State Agencies Lower Peninsula of Michigan		
CONTRACT PERIOD: From: September 1, 2002 To: September 1, 2005		
TERMS	SHIPMENT	
Net 30 days	N/A	
F.O.B.	SHIPPED FROM	
N/A	N/A	
MINIMUM DELIVERY REQUIREMENTS N/A		
MISCELLANEOUS INFORMATION: THIS CONTRACT IS EXTENDABLE TO LOCAL UNITS OF GOVERNMENT The terms and conditions of this Contract are those of ITB #071I2000259, this Contract Agreement and the vendor's quote dated 5-30-02. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence. Estimated Contract Value: \$1,500,000.00		

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No. 071I2000259. Orders for delivery of equipment will be issued directly by various state agencies through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

FOR THE VENDOR:	FOR THE STATE:
<u>Stevens Van Lines, Inc.</u>	<u>Signature</u>
Firm Name	Jim Konrad, Director
<u>Authorized Agent Signature</u>	Name
Authorized Agent (Print or Type)	Tactical Purchasing, Acquisition Services
	Title
<u>Date</u>	<u>Date</u>



STATE OF MICHIGAN

DEPARTMENT OF MANAGEMENT AND BUDGET

ACQUISITION SERVICES

TACTICAL PURCHASING

MOVING OF OFFICE EQUIPMENT AND SUPPLIES

FOR

VARIOUS DEPARTMENTS

LOWER PENINSULA



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ATTACHMENTS

Information Sheet
Non State Agency Agreement
List of State Agencies



SECTION I - GENERAL CONTRACT PROVISIONS

I-A GENERAL

This Contract is for the moving of office equipment and supplies for an eight (8) mile radius around the Lansing area and an eight (8) mile radius around the Detroit area and an eight (8) mile radius around any other large city in lower Michigan. It will also cover all other offices moved for the remainder of lower Michigan but those moves will be charged per the Michigan Mover's and Warehouseman's Tariff 4000 which is in effect at the time of the move. **The Contractor is a participant of the Michigan Mover's and Warehouseman's Tariff 4000.** Exact quantities to be purchased are unknown, however the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified if any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders will be issued directly to the Contractor by various State Agencies on the Purchase Order Contract Release Form.

Attached is a listing of State agencies and/or locations that may order from the Contract. The listing shall not limit participation of additional agencies/locations as the need may develop at the same prices, terms and conditions. Orders may also be issued by local units of government (see attached Non-State Agency Statement).

I-B ISSUING OFFICE

This Contract is issued by Acquisition Services, State of Michigan, Department of Management and Budget, hereinafter known as Acquisition Services, for the State agencies listed, hereinafter known as State Agencies. Where actions are a combination of those of Acquisition Services and the State agencies, the authority will be known as the State.

Acquisition Services is the sole point of contact in the State with regard to all procurement and Contractual matters relating to the commodities and/or services described herein. Acquisition Services is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of this Contract. Acquisition Services will remain the SOLE POINT OF CONTACT throughout the procurement process. All communications covering this procurement must be addressed to:

Department of Management and Budget
Acquisition Services
Attn: **Corinne Sackrider**
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
(517) 373-7368
Sackriderc@michigan.gov

I-C CONTRACT ADMINISTRATOR

Upon receipt at Acquisition Services of the properly executed Contract Agreement(s), the person named below will be allowed to administer this Contract on a day-to-day basis during the term of this Contract. However, administration of this Contract implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions,



and specifications of such Contract. That authority is retained by Acquisition Services.

The Contract Administrator for this project is:

Department of Management and Budget
Acquisition Services
Attn: **André Morrow**
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
(517) 241-1218
Morrowa@michigan.gov

I-D CONTRACT TERM

The term of this Contract will be for a three (3) year period and will commence with the issuance of this Contract. This will be from **September 1, 2002 through September 1, 2005**. At the sole option of the State, the Contract may be extended for up to 2 (two) additional years. Contractor performance, quality of service, price, and the Contractor's ability to perform the services required are some of the criteria that will be used as a basis for any decision by Acquisition Services to extend the Contract.

I-E ENTIRE AGREEMENT AND ORDER OF PRECEDENCE

The following documents constitute the complete and exclusive agreement between the parties. The following order of precedence shall apply (in descending order):

- A. This Contract resulting from the State's ITB No. 071I2000259
- B. Any addenda to that ITB.
- C. The Contractor's response to that ITB.

The State of Michigan shall not be bound by any part(s) of the bidder's response to the ITB that contains information, options, conditions, terms, or prices neither requested nor required in the ITB. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the Contractor, those of the State take precedence. This Contract supercedes all proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

I-F NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of this Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of this Contract.

I-G REVISIONS, CONSENTS, AND APPROVALS

This Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.



I-H SEVERABILITY

Each provision of this Contract shall be deemed to be severable from all other provisions of this Contract and, if one or more of the provisions of this Contract shall be declared invalid, the remaining provisions of this Contract shall remain in full force and effect.

I-I SURVIVOR

Any provisions of this Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of this Contract for any reason.

I-J GOVERNING LAW

This Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

I-K RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

I-L HEADINGS

Captions and headings used in this Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

I-M INCURRING COSTS

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of this Contract. The State fiscal year is October 1st through September 30th. The Contractor should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of this Contract.

I-N NEWS RELEASES

News releases (including promotional literature and commercial advertisements) pertaining to this Contract or project to which it relates shall not be made without prior written State approval, and then only in accordance with the explicit written instructions from the State. No results of the activities associated with this Contract are to be released without prior written approval of the State and then only to persons designated.

I-O CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all Contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to Contractual matters, including



payment of any and all charges resulting from this Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of this Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

I-P PERFORMANCE REVIEWS

Acquisition Services in conjunction with the State Agencies may review with the Contractor their performance under this Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of services being delivered and provided, timeliness of services, percentage of completion of services, accuracy of billings, customer service, completion and submission of required paperwork, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Acquisition Services, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Acquisition Services, the Contract may be canceled for default.

I-Q AUDIT OF CONTRACT COMPLIANCE

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of this Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

I-R SAFETY AND ACCIDENT PREVENTION

In performing work under this Contract on State premises, the Contractor shall conform to any specific safety requirements contained in this Contract or as required by law or regulation. The Contractor shall take any additional precautions as the State may reasonably require for safety and accident prevention purposes. Any violation by the Contractor of such safety requirements, rules, laws or regulations shall be a material breach of this Contract subject to the cancellation provisions contained herein.

I-S WORKPLACE SAFETY AND DISCRIMINATORY HARASSMENT

In performing services for the State pursuant to this Contract, the Contractor shall comply with Department of Civil Service Rules 2-20 regarding Workplace Safety and 1-8.3 regarding Discriminatory Harassment. In addition, the Contractor shall comply with Civil Service Regulations governing workplace safety and discriminatory harassment and any applicable state agency rules on these matters that the agency provides to the Contractor. Department of Civil Service Rules and Regulations can be found on the Department of Civil Service website at www.michigan.gov/mdcs.

I-T ASSIGNMENT

The Contractor shall not have the right to assign the Contract or to assign or delegate any of its duties or obligations under this Contract to any other party (whether by



operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under this Contract without the prior written consent of the Director of Acquisition Services.

I-U DELEGATION

The Contractor shall not delegate any duties or obligations under this Contract to a subcontractor other than a subcontractor named and approved in this Contract unless the Director of Acquisition Services has given written consent to the delegation.

I-V DISCLOSURE

All information in this Contract is subject to the provisions of the Freedom of Information Act. 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-W TAXES

- A. Sales Tax: for purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices do not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.
- B. Federal Excise Tax: the State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.
- C. Contractors are expected to collect and pay all applicable federal, state, and local employment taxes for all persons involved in this Contract. Also, the Contractor shall maintain appropriate payroll information on a system that can produce any reports that may be needed by Acquisition Services.

I-X PRICE ADJUSTMENTS

Prices quoted are the maximum for a period of 365 days from the date the Contract becomes effective.

Prices are subject to change at the end of each 365-day period. Such changes shall be based on changes in actual costs incurred. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change. Acquisition Services reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics). Acquisition Services also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the contract period unless further revised at the end of the next 365-day period.



Requests for price changes shall be RECEIVED IN WRITING AT LEAST TEN DAYS PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the CONTRACT may be cancelled. The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.

I-Y ADDITIONAL PRODUCTS/SERVICES

The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor. The item(s) may be included on this Contract, only if prior written approval has been granted by Acquisition Services.

I-Z CONTRACTOR'S LIABILITY INSURANCE

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract. The Contractor also agrees to provide evidence that all applicable insurance policies contain a waiver of subrogation by the insurance company.

All insurance coverages provided relative to this Contract/Purchase Order are PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The Insurance shall be written for not less than any minimum coverage herein specified or required by law, whichever is greater. All deductible amounts for any of the required policies are subject to approval by the State.

The State reserves the right to reject insurance written by an insurer the State deems unacceptable.

BEFORE THE CONTRACT IS SIGNED BY BOTH PARTIES OR BEFORE THE PURCHASE ORDER IS ISSUED BY THE STATE, THE CONTRACTOR MUST FURNISH TO THE DIRECTOR OF ACQUISITION SERVICES, CERTIFICATE(S) OF INSURANCE VERIFYING INSURANCE COVERAGE. THE CERTIFICATE MUST BE ON THE STANDARD "ACCORD" FORM. THE CONTRACT OR PURCHASE ORDER NO. MUST



BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. All such Certificate(s) are to be prepared and submitted by the Insurance Provider and not by the Contractor. All such Certificate(s) shall contain a provision indicating that coverages afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for 10 days for non-payment of premium, having been given to the Director of Acquisition Services, Department of Management and Budget. Such NOTICE must include the CONTRACT NUMBER affected and be mailed to: Director, Acquisition Services, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909.

The Contractor is required to provide the type and amount of insurance checked (☒) below:

- ☒ 1. Commercial General Liability with the following minimum coverages:

\$2,000,000 General Aggregate Limit other than Products/Completed Operations
 \$2,000,000 Products/Completed Operations Aggregate Limit
 \$1,000,000 Personal & Advertising Injury Limit
 \$1,000,000 Each Occurrence Limit
 \$500,000 Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability policy.

- ☒ 2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability policy.

- ☒ 3. Worker's disability compensation, disability benefit or other similar employee benefit act with minimum statutory limits. NOTE: (1) If coverage is provided by a State fund or if Contractor has qualified as a self-insurer, separate certification must be furnished that coverage is in the state fund or that Contractor has approval to be a self-insurer; (2) Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable; and (3) Any policy of insurance must contain a provision or endorsement providing that the insurers' rights of subrogation are waived. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

- ☒ 4. For contracts providing temporary staff personnel to the State, the Contractor shall provide an Alternate Employer Endorsement with minimum coverage of \$1,000,000.

- ☒ 5. Employers liability insurance with the following minimum limits:

\$100,000 each accident



\$100,000 each employee by disease
\$500,000 aggregate disease

I-AA INDEMNIFICATION

A. General Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.
2. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
3. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
4. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
5. any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

B. Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any



action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

C. Indemnification Obligation Not Limited

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

D. Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect not withstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

I-BB CONTRACT DISTRIBUTION

Acquisition Services shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by Acquisition Services.

I-CC ACCOUNTING RECORDS

The Contractor and all subcontractors shall maintain all pertinent financial and accounting records and evidence pertaining to this Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date



and final payment on the Contract or extension thereof.

I-DD NON-DISCRIMINATION CLAUSE

In the performance of this Contract or purchase order, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The Contractor further agrees that every subcontract entered into for the performance of this Contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

I-EE CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.



2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.

3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.

4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.

5. Approvals Rescinded. In the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Article 11, Section 5 of the Michigan Constitution of 1963, and Chapter 7 of the Civil Service Rules. Notwithstanding any other provision of this Contract to the contrary, the State Personnel Director is authorized to disapprove contractual disbursements for personal services if the Director determines that the Contract of the disbursements under the Contract violate Article 11, Section 5 of the Constitution or violate applicable Civil Service rules or regulations. Cancellation may be in whole or in part and may be immediate as of the date of the written notice to the Contractor or may be effective as of the date stated in such written notice.



I-FF NOTICE AND RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

I-GG ELECTRONIC FUNDS TRANSFER

Electronic transfer of funds is available to State contractors. The Contractor is encouraged to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically (www.michigan.gov/doingbusiness).

I-HH MODIFICATION OF CONTRACT

Acquisition Services reserves the right to modify this Contract at any time during the Contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.

I-II UNFAIR LABOR PRACTICES

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the State shall not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. A Contractor of the State, in relation to this Contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the State may void this Contract if the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in this register.

I-JJ FORM, FUNCTION, AND UTILITY

If the Contract is for use of more than one State agency and if the service provided under this Contract does not meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the service from another source.



I-KK CONTRACT PAYMENT SCHEDULE

The specific payment schedule for the Contract will be mutually agreed upon by the State and the Contractor. The schedule should show payment amount and should reflect actual work done by the payment dates, less any penalty cost charges accrued by those dates. As a general policy statements shall be forwarded to the designated representative by the 15th day of the following month.

I-LL ASSIGNMENT OF ANTITRUST CAUSE OF ACTION

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the bidder hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

I-MM SECURITY

This Contract may require frequent services for State of Michigan facilities. Stevens Van Lines hires Kirby, Bailey and Associates, Saginaw, MI to obtain background checks on employees. The Contractor shall show all measures utilized by their firm to ensure the security and safety of these buildings. This shall include, but is not limited to, performance of security background checks on all personnel assigned to State of Michigan facilities and how they are performed, what the security check consists of, the name of the company that performs the security checks, use of uniforms and ID badges, etc. If security background checks are performed on staff, the Contractor shall indicate the name of the company that performs the check as well as provide a document stating that each employee has satisfactorily completed a security check and is suitable for assignment to State facilities. Upon request by the State, the Contractor shall provide the results of all security background checks.

Upon review of the security measures the State will decide whether to issue State ID badges to the Contractor's personnel or accept the ID badge issued by the Contractor.

The State may decide to also perform a security background check. If so, the Contractor will be required to provide to the State a list of all personnel that will service State of Michigan facilities, including name and date of birth (social security number of driver license number would also be helpful).

The Contractor and its subcontractors shall comply with the security access requirements of individual State facilities.

I-NN SPECIFICATIONS

Definite Specifications - All commodities and/or services to be furnished hereunder shall conform to the specifications as noted in the copies of specifications attached.

I-OO REPORTING



The Contractor is able to generate reports by State Agency such as

- a) Paid moves
- b) Unpaid moves
- c) Moves in progress
- d) Delivery reports
- e) Other reports as requested

I-PP SUBCONTRACTORS

The Contractor will use, as necessary, other sister owned companies with offices in Waterford, Bay City, Kalamazoo, Grand Rapids, Detroit, and Saginaw, Michigan. Also, the Sylvania, Ohio office has Michigan registered equipment available to service Southern Michigan.

**I-QQ ITEM LISTING/PRICING/SPECIFICATION PAGE**

<u>Move Personnel</u>	<u>Rate/Hr</u>
Move Supervisor – Straight-time	\$38.00
Overtime (after 8 hours)	\$55.00
Double-time	\$76.00
Sunday/Weekend	\$64.00
Mover - Straight-time	\$26.50
Overtime (after 8 hours)	\$40.00
Double-time	\$54.00
Sunday/Weekend	\$54.00
Project Manager -Straight-time	\$50.00
Overtime (after 8 hours)	\$75.00
Double-time	\$95.00
Sunday/Weekend	\$95.00
Driver - Straight-time	\$31.50
Overtime (after 8 hours)	\$47.50
Double-time	\$64.00
Sunday/Weekend	\$64.00

How many hours of project management will be offered free of charge

6

Rate charged per hour for project management after designated hours
\$75.00

Rate charged from Contractor location to job site beyond an 8 mile radius
\$67.00/hr.

Rate charged by Contractor from job site back to Contractor location beyond 8 mile radius
\$67.00/hr.

Packing Charge (hourly): Office: **\$26.50/hr.** Laboratory: **\$26.00/hr.**

Computer/IT Equip: **\$26.50/hr.**

Unpacking Charge (hourly): Office: **\$26.00/hr.** Laboratory: **\$26.00/hr.**



Computer/IT Equip: **\$26.00/hr.**



I-QQ ITEM LISTING/PRICING/SPECIFICATION PAGE CONT.

Transport/Moving Vehicles

Tractor/Trailers: Rate Per Hour **\$ 9.75**

Tractor/Trailers: Storage Per Day **\$ 25.00**

Tractor/Trailers: Storage Per Week **\$125.00**

Large Truck (over 28 feet): Rate Per Hour **\$9.75** Rate Per Day **\$97.50 Maximum**

Small Truck: Rate Per Day **\$9.75** Vans: Rate Per Day **\$97.50 Maximum**

Mileage Charge: **Hourly Rate** Weight of Shipment: **Legal Rate**

Moving Equipment and Supplies

Masonite fiberboard – for floor protection (4' x 8' sheet): **\$15.40 ea**

Plywood – for floor protection (sheet) ½": **\$18.05 ea**

Protection Materials (walls/doorways/floors) Foam Insulation Sheets: **\$12.05 ea**

Protection Materials (walls/doorways/floors) Cardboard Sheets: **\$ 2.55 ea**

Speed Pack - rental (39x28x24) (1 dolly included) **\$ 1.15 ea/day**

Speed Pack – purchase (39x28x24) (1 dolly included) **\$11.55 ea**

4-Wheel dolly for use with speed pack – purchase price **\$42.00 ea**

4-Wheel dolly for use with speed pack - rental charge **\$.50 ea/day**

Reusable plastic bins Rental Charge (one dolly included/no charge) **\$.15 ea/day**

Reusable plastic bins Rental Charge for (4 plastic bins = each) **\$.60 ea/day**

Rental Charge of reusable plastic bins without mover assistance **\$.18 ea/day**

Charge for 1 pickup & 1 delivery of 50+ Reusable Plastic Bins **\$50.00ea/day**
Lansing

Metro Area
\$75.00 ea/day

Charge for 1 pickup and 1 delivery of -50 Reusable Plastic Bins **Lansing**

Metro Area
\$ No Charge -

Charge for 1 pickup & 1 delivery of 100+ Reusable Plastic Bins **Lansing**

Metro Area
\$ No Charge -

Charge for 1 pickup & 1 delivery of -100 Reusable Plastic Bins **Lansing**

Metro Area

**I-QQ ITEM LISTING/PRICING/SPECIFICATION PAGE CONT.**

6.0 Cartons (24x18x24) ea/day	Rental	\$.75
6.0 Cartons (24x18x24)	Purchase	\$ 1.48
4.5 Cartons (18x18x24) ea/day	Rental	\$.65
4.5 Cartons (18x18x24)	Purchase	\$ 1.35
3.0 Cartons (18x18x16) ea/day	Rental	\$.50
3.0 Cartons (18x18x16)	Purchase	\$ 1.10
Legal Tote Boxes/Cartons (24x16x13) ea/day	Rental	\$.25
Legal Tote Boxes/Cartons (24x16x13)	Purchase	\$ 2.77
Letter Tote Boxes/Cartons (24x12x12) ea/day	Rental	\$.25
Letter Tote Boxes/Cartons (24x12x12)	Purchase	\$ 2.33
1.5 Cartons (17x13x13) ea/day	Rental	\$.25
1.5 Cartons (17x13x13)	Purchase	\$.63

Charge for Destroyed Boxes: type, number, material made of (cardboard, etc)
Purchase Price

Carts (CRT)	\$ 4.00 ea/day
Dollies/Carts Charge	\$.50 ea/day
Library/Panel Carts	\$ 5.00 ea/day

Delivery charge for cardboard boxes and supplies other than reusable plastic bins:

&	One Time Drop	N/C - Lansing
	Hourly Rate	8 Mile Radius N/C – Lansing & 8 Mile Radius
Pick up:	One Time	N/C – Lansing & 8 Mile Radius
	Hourly Rate	N/C – Lansing & 8 Mile Radius \$.50 ea/day
Pads		



Dish Pack	Rental	\$.38 ea/day
Bubble Wrap, small 3/16 - 24" x 750" roll – perf 12"		\$93.44 ea
Bubble Wrap, large 1/2 - 24" x 250" roll – perf 12"		\$43.80 ea



I-QQ ITEM LISTING/PRICING/SPECIFICATION PAGE CONT.

Bubble Wrap, large ½ - 48" x 250" roll – perf 12" ea	\$87.60
Bubble Dispenser, Small - 12" x 150" – perf 12"	\$21.54 ea
Bubble Dispenser, Large - 12" x 100" – perf 12"	\$19.35 ea
Cellulose Wadding – 6 ply - 36" x 72" ea	\$.95
Cellulose Wadding – 6 ply - 48" x 72" ea	\$ 1.26
Cellulose Wadding – 6 ply - 60" x 72" ea	\$ 1.52
Paper Pack – wrapping – white sheets bundle	\$12.99 ea 25#
Shrink/Stretch Wrap - 18" x 1500' rolls	\$13.40 roll
Corrugated Roll - 36" x 250' single face	\$40.89 roll
Box Tape - 2" x 55 yards	\$ 2.00 roll
Labels - rolls (500 ea)	\$14.00 roll
Labels – sheets (1000 ea)	\$28.00 sheet

Storage/Warehousing

Warehousing	\$.02 sq. ft. per day
Tractor/Trailer Storage: 25.00	Per Day \$
	Per Week \$125.00
	Per Month \$500.00

Insurance

Insurance to be purchased at agency's discretion.

Contractor's Liability Insurance purchased by the State shall include all damage and loss.

Cargo liability insurance coverage **\$5.00** per \$1,000 of coverage
(Cargo liability insurance shall provide full replacement on all items)

Volume discount to be discussed after vendor has been awarded Contract.

Contractor's additional Liability Charge **\$.10 (ten cents)** per pound.



I-QQ ITEM LISTING/PRICING/SPECIFICATION PAGE CONT.

Miscellaneous

Rental: Equipment or various boxes –needed prior to and/or after move

Per Day Rental:	With move	\$.25
	Without move	\$.35

SPECIFICATIONS

It will be the mover's responsibility to secure the return of all cartons used in the move. Delivery and pickup of empty cartons will be at no charge to the State, if the Contractor does the actual move. If the Contractor does not do the actual move, there will be a charge for pickup and delivery of cartons. The State will be liable for cartons destroyed in moves done by the State. The State shall not be responsible for cartons destroyed by the Contractor.

The Contractor shall furnish the necessary trucks, experienced men and equipment to efficiently handle the move without delay and each move will have a supervisor assigned to assure maximum use of manpower. Personnel shall be experienced and 18 years old or older. Time will be computed from the time the crew arrives at the location until the move is completed.

Only the number and size of trucks required to efficiently handle the move shall be used. The substitution of small trucks for large vans where large vans are required or the substitution of large vans where small trucks would be adequate will not be accepted.

In submitting invoices, the Contractor shall list the number of vehicles used, number of employees engaged in the move and number of hours worked. In case of emergency, storage charges will be negotiated at that time. Phone/Computer/Printer/Fax/Copier – disconnect, relocate & reconnect at no charge to the State.

The charge for reusable plastic bins and dollies (each unit) destroyed or not returned shall not exceed \$25.00!!

Delivery of supplies (boxes, labels, etc.) shall be billed at the “mover” straight-time wage.

One (1) supervisor will be allowed payment for each ten (10) straight movers.

One (1) driver will be allowed payment per truck. Others riding in truck will be paid straight move wages.

Charges will not be assessed until mover arrives at move site if the site is within an eight (8) mile radius of the Contractor's address.

All dollies, containers, except Tyga type containers, and padding are to be furnished and delivered free of charge by the mover, if the Contractor performs the actual move, normal and customary cartons included, count. There will be a charge if the Contractor does not do the actual move.

The State will only pay for trucks being used in the actual move process.

The Contractor will be responsible for transporting employees to each move site.



SPECIFICATIONS CONT.

Move Coordination: Arrangements w/city to block meters; notify city of street lane blockage, activities in area will be the responsibility of the mover.

Planning, as part of the move will include: planning/packing/moving/unpacking.

Information to be provided by State Agencies:

Access: Docks/Elevators/Stairs/Doors/Hallways: locations, height, access, size, and availability

Number of Offices/People to be Moved (approximate number of boxes per person – pre-packed?)

Number of computers, files, file cabinets, tables, chairs, books, white boards, artwork

Persons responsible for administering this Contract:

NAME: JAMES SAYED

NAME: GREG MROZ

TITLE: BRANCH MANAGER

TITLE: OPERATIONS MANAGER

PHONE: (517) 322-2035

PHONE: (517) 322-2035



INFORMATION SHEET

Bidder: **Stevens Van Lines**

Number of experienced moving personnel you regularly employ: 25

Number of experienced moving personnel available for any major job: 125 plus

Number and type of trucks: 2 small, 2 medium, 13 Tractor-Trailers, plus 125 others

Sizes of trucks: 16' to 53'

Number of trucks with a lift: 4

Number of dollies, containers and pads you have available to use on this Contract:

Dollies: 1,000

Containers: 3,000

Pads : 5,000

Do you carry cargo insurance? Yes If so, how much? \$100,000 per shipment

Name of insurance company: Van Liner Insurance Company

State the Michigan Public Service Commission (MPSC) operating rights you hold and which tariffs you participate in: MPSC L-687, L-1176, MMWA 4000 and reissues thereof.



NON-STATE AGENCY STATEMENT:

Act Number 431 of the Public Acts of 1984 permits the State of Michigan, Department of Management and Budget, to provide purchasing services to local units of government and school districts. As a result of the enactment of this legislation, the Extended Purchasing Program has been developed. This program extends the use of State contracts to program members. The governmental agency must enter into an agreement with the State of Michigan to become authorized to participate, thus ensuring that local units of government secure a greater return for the expenditure of public funds. It is the policy of Acquisition Services, Department of Management and Budget, that the final approval to utilize any such Contract in this manner must come from the Contract vendor.

In such cases, Contract vendors supply merchandise at the established State of Michigan Contract prices and terms. Inasmuch as these are non-State agencies, all purchase orders will be submitted by, invoices will be billed to, and payment will be remitted by the authorized Extended Purchasing member on a direct and individual basis in accordance with Contract terms.

Therefore, it is required that all bidders indicate, by checking the appropriate box below, whether they will (first box) or will not (second box) honor orders on any Contract resulting from this Request for Quotation from State of Michigan authorized Extended Purchasing members. It is the responsibility of the Contractor to ensure the non-State agency is an authorized Extended Purchasing member prior to extending the State Contract price.

BIDDER MUST CHECK ONE BOX BELOW

- ☒ [X] Commodities and/or services on this Request for Quotation will be supplied to State of Michigan departments and agencies, and authorized Extended Purchasing Program members in accordance with the terms and prices quoted. Upon request, a complete listing of eligible participants in the Extended Purchasing Program will be provided if this option is selected.
- ☐ [] Commodities and/or services on the Request for Quotation will not be supplied to State of Michigan authorized Extended Purchasing members. We will supply to State of Michigan departments and agencies only.



Stevens Van Lines, Inc.

Vendor Name

James A. Sayed

Authorized Agent Name (print or type)

A handwritten signature in black ink, appearing to read "James A. Sayed", written over a horizontal line.

Authorized Agent Signature



STATE OF MICHIGAN - AGENCY PROCUREMENT LIST
(Revised 04/04/02)

AGENCY AND ADDRESS	CONTACT	TELEPHONE
AGRICULTURE, Dept. of P.O. Box 30017, 525 W. Ottawa Lansing, MI 48909	Marcia Maxwell Jon Henker	(517) 373-9792 373-9791
Michigan State Fair Exposition Center 1120 W. State Fair, Detroit, MI 48203	Tim Jenkins	(313) 369-8231
ATTORNEY GENERAL, OFFICE OF THE P.O. Box 30212, 525 W. Ottawa Lansing, MI 48909	Cindy Fournier	(517) 335-0722
AUDITOR GENERAL, OFFICE OF THE 201 N. Washington Square Lansing, MI 48933	Suzanne Kinney Ext. 350	(517) 334-8060
CAREER DEVELOPMENT, Dept. Victor Bldg., 7 th Floor 201 N. Washington Square Lansing, MI 48913	Carolyn Upshaw-Royal Carol Warfle Debbie Smith Sherita Calloway	(517) 335-1836 335-5804 373-7791 (517) 241-0752
Michigan Career & Technical Institute 11611 West Pine Lake Road., Plainwell, MI 49080	Anne Minshall	(616) 664-9544
CIVIL RIGHTS, Dept. of 1200 Sixth Street Detroit, MI 48226	Carl Dendrinis	(313) 256-1318
CIVIL SERVICE, Dept. of 400 S. Pine Lansing, MI 48909	Sue Burnett Sue Morrison	(517) 373-8399 335-0317
COMMUNITY HEALTH, Dept. of Budget Division 4 th Floor, Cass Bldg. Lansing, MI 48909	Lynn Strong/Jane Bitsicas Tamara Reed Sharon St. Arno	241-0134 241-2832 241-3784
Commodity Purchasing Office 1 st Floor, Cass Bldg. Lansing, MI 48909	Beth Kinsey Shirley Martin	(517) 335-9388 (517) 241-2305
Caro Center * 2000 Chambers Rd, Caro, MI 48723-9296	Tammy McPherson Ext. 445	(989) 672-9444



AGENCY AND ADDRESS	CONTACT	TELEPHONE
Center for Forensic Psychiatry P.O. Box 2060, Ann Arbor, MI 48106	Beth Duffy Ext. 531	(734) 429-2531
Hawthorn Center 18471 Haggerty Road, Northville, MI 48167	Nadine Merriman Ext. 233	(248) 349-3000
Huron Valley Center 3511 Bemis Road, Ypsilanti, MI 48197	Dee Proctor	(734) 434-3899
Kalamazoo Psychiatric Hospital 1312 Oakland Drive, Kalamazoo, MI 49008	Pam Butler	(616) 337-3047
Mt. Pleasant Center * 1400 W. Pickard, Mt. Pleasant, MI 48858	Steve Hartford Ext. 2370	(989) 773-7921
Northville Psychiatric Hospital 41001 W. 7 Mile Road, Northville, MI 48167	Cary Whipple Ext. 2101 Dennis LeBlanc Ext. 2102	(248) 349-1800
Walter P. Reuther Psychiatric Hospital 30901 Palmer Road, Westland, MI 48186	Sharon Stain	(734) 367-8409
Southgate Regional Center * 16700 Pennsylvania Rd, Southgate, MI 48195	Pamela Mason Ext. 156	(734) 324-4156
CONSUMER & INDUSTRY SERVICES, Dept. of		
P. O. Box 30004 Lansing, MI 48909	Cheryl Lane Lori Porubsky Barb Edmonds Karin Eirosius	(517) 373-3847 241-0133 335-1978 335-1967
Unemployment Agency 3024 W. Grand Boulevard Suite 13-300 Detroit, MI 48202	Sheila Murff Jim Moore Sandy Scott	(313) 456-2520 456-2521 456-2522
Funds Administration 7201 W. Saginaw, Ste. 110, Lansing, MI 48917	Dennis Morrill	(517) 241-8999
CORRECTIONS, Dept.		
Central Procurement Office Grandview Plaza, Lansing, MI 48909	Cindy Hurst Marsha Stansfield John Knopp	(517) 373-4447 335-2889 335-4904
Alger Maximum Facility * P.O. Box 600, Munising, MI 49862	Barb Beacham Ext. 1144	(906) 387-5000
Baraga Maximum Facility * 310 Wadaga, R#1, Bx. 55, Baraga, MI 49908	Dawn Vanwagner Ext. 1152	(906) 353-7070



AGENCY AND ADDRESS	CONTACT	TELEPHONE
Boyer Road Correctional Facility * (formerly Carson City Temporary Facility) 10522 Boyer, Carson City, MI 48811	Pam Silverthorn Ext. 6107 Lisa Stoudt, Ext. 6108	(989) 584-3941
Charles Egeler Correctional Facility (see State Prison of Southern Michigan)		
Deerfield Correctional Facility (formerly Ionia Temporary Facility) (see Riverside Correctional Facility)	Jan Major Ext. 380	(616) 527-0110
E. C. Brooks Correctional Facility * 2500 S. Sheridan Drive Muskegon, MI 49444	Chris Devoogd Debbie Hanks	(231) 773-0029 773-0022
Florence Crane Women's Facility * 38 Fourth Street, Coldwater, MI 49036	Ron LaBelle Ext. 1217	(517) 279-9165
G. Robert Cotton Facility (see State Prison of Southern Michigan)		
Gus Harrison Regional Facility * PO Box 1888-2727 E. Beecher, Adrian, MI 49221	B. Schoolmaster Ext. 3110	(517) 265-3900
Handlon Michigan Training Unit P.O. Box 492, Ionia, MI 48846	Linda Brice Ext. 221	(616) 527-6331
Huron Valley Men's Facility 3201 Bemis Road, Ypsilanti, MI 48197	Cathy Judkins Ext. 1598	(734) 572-1598
Ionia Maximum Correctional Facility 1576 W. Bluewater Highway, Ionia, MI 48846	Norma Sage Ext. 226	(616) 527-6331
Lakeland Correctional Facility * 38 Fourth Street, Coldwater, MI 49036	Ron LaBelle Ext. 166	(517) 279-9165
Macomb Regional Correctional Facility * 34625 26 Mile Road, New Haven, MI 48048	Tawana Brooks Ext. 154	(810) 749-4900
Michigan Reformatory 1342 W. Main Street, Ionia, MI 48846	Cyndi Marshall Ext. 209	(616) 527-2500
Michigan State Industries 5656 S. Cedar, Lansing, MI 48911-3809	Grazina Giroux	(517) 373-3887
Mid-MI Correctional Facility * (formerly Mid-MI Temporary Correctional Facility) 8201 N. Crosswell Road, St. Louis, MI 48880	Nancy Michael	(989) 681-7008
Mound Regional Facility * 17600 Ryan Road, Detroit, MI 48212	Rochelle Comer Ext. 2114	(313) 368-8300



AGENCY AND ADDRESS	CONTACT	TELEPHONE
Muskegon Correctional Facility 2400 S. Sheridan Dr., Muskegon, MI 49442	Kathy Ayotte Ext. 224	(231) 773-3201
Oaks Correctional Facility * P.O. Box 38, Eastlake, MI 49626	Sharol Zimmer Ext. 1093	(616) 723-8272
Parr Highway Correctional Facility (formerly Adrian Temporary Facility) (See Gus Harrison Regional Facility)		
Pine River Correctional * 320 N. Hubbard, St. Louis, MI 48880	Bonnie Compton	(989) 681-8001
Riverside Correctional Facility 777 W. Riverside Drive, Ionia, MI 48846	Teresa McKendry Ext. 110	(616) 527-0110
Ryan Correctional Facility 17600 Ryan Road, Detroit, MI 48212	Lisa Porter Ext. 1117	(313) 368-3200
Saginaw Correctional Facility * 9625 Pierce Road, Freeland, MI 48623	J. Stone-Wallace Ext. 1136	(989) 695-9880
St. Louis Correctional Facility* 8585 N. Crosswell Road, St. Louis, MI 48880	Nancy Michael	(989) 681-7008
Scott Regional Facility 47500 Five Mile Rd., Plymouth, MI 48170	Jean Woolridge Ext. 229	(734) 459-7400
Special Alternative Incarceration 18901 Waterloo Rd. Chelsea, MI 48118	Cheryl Dougherty Ext. 342	(734) 475-1368
Standish Maximum Facility * 4713 W. M-61, Standish, MI 48658	Sherry Payton Ext. 1149	(989) 846-7000
State Prison of Southern Michigan 4000 Cooper Str., Jackson, MI 49201	Renard Marshall Carol Brownlee Sandi Fairbanks	(517) 780-6101 780-6102 780-6104
Thumb Correctional Facility * 3225 John Conley Dr., Lapeer, MI 48446	Donna Jones Ext. 239	(810) 667-2045
West Shoreline Correctional Facility (formerly Muskegon Temporary Facility)		
2500 S. Sheridan Dr., Muskegon, MI 49444	Chris Devoogd Debbie Hanks	(231) 773-0029 773-0022
Western Wayne Correctional Facility 48401 Five Mile Rd., Plymouth, MI 48170	Cathy Carr Ext. 230	(734) 459-2500



AGENCY AND ADDRESS	CONTACT	TELEPHONE
Corrections Camp Program Directory		
Camp Branch *	Camp Brighton *	Camp Sauble *
19 Fourth Street Coldwater, MI 49036	P.O. Box 200 Pinckney, MI 48169	4058 E. Freesoil Rd. Freesoil, MI 49411
		Camp Cassidy Lake *
		18901 Waterloo Rd. Chelsea, MI 48118
Camp Tuscola *	Camp Lehman *	Camp Waterloo*
2420 Chambers Rd. Caro, MI 48723	4282 Hartwick Pines Rd Grayling, MI 49738	6000 Maute Road Grass Lake, MI 49240
COURT OF APPEALS	James Selleck	(517) 373-5978
109 W. Michigan Ave., P.O. Box 30022 Lansing, MI 48909-7522		
EDUCATION, Dept. of		
Financial Mgmt. & Administrative Services 4 th Floor, Hannah Bldg. Lansing, MI 48909	Mary Beckwith	(517) 373-3823
School for the Deaf and Blind *	Alex Davlantes	(810) 257-1460
W. Court at Miller Road, Flint, MI 48503	Cathleen St. James	257-1472
ENVIRONMENTAL QUALITY, Dept. of	David Freed	(517) 241-7415
6th Floor South, Constitution Hall P. O. Box 30473 Lansing, MI 48909-7973	Angela Williams Michael Waldron	241-7997 241-7107
FAMILY INDEPENDENCE AGENCY		
235 S. Grand Ave., Ste. 1205 P.O. Box 30037, Lansing, MI 48909	Don Bos Patrick Vaughan Rita Hotchkin Diane Allen Dan Shuler Helen Rustad Cleavelt Patterson Miriam Elias-Norris Ginny Flynn Beth Knapp Judy Unrath Marie Dimitrijevic	(517) 335-3746 335-4008 335-4005 373-6478 335-6300 335-4000 335-7738 335-6254 335-4007 335-4003 373-4108 335-4004
All Printing Contracts Only	Nancy Fleming	(517) 373-6716
MI Commission for the Blind	Melody Lindsey Linda Cochran	(616) 337-3852 337-3848
1541 Oakland Drive, Kalamazoo, MI 49008		



AGENCY AND ADDRESS	CONTACT	TELEPHONE
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Contacts for the following agencies should be made through Family Independence Agency - Central Office

Adrian Training School * P. O. Box 218 Adrian, MI 49221	Arbor Heights Center 1447 Washington Heights Ann Arbor, MI 48104	Genesee Valley Regional Ctr 4287 W. Pasadena Flint, MI 48504
W.J. Maxey Boys' Training School P. O. Box 349 Whitmore Lake, MI 48189	Nokomis Challenge Center * 6300 S. Reserve Road, #G Prudenville, MI 48651	Shawano Center * 10 Howes Lake Road Grayling, MI 49738

HOUSE OF REPRESENTATIVES, MICHIGAN

House Financial Operations, House Office Bldg.
10th Floor, Lansing, MI 48933

Rachel Francis

(517) 373-5749

LEGISLATIVE SERVICE BUREAU

124 W. Allegan, Lansing, MI 48913

Dennis McCants

(517) 373-0170

HISTORY, ARTS & LIBRARY

717 W. Allegan, Lansing, MI 48915

Lisa Vanostran

(517) 373-1293

MANAGEMENT AND BUDGET, Dept. of

P.O. Box 30026, Lansing, MI 48909

Natalie Spaniolo

(517) 373-3696

Materials Management Services

7285 Parsons Drive, Lansing, MI 48913

Dick Hauser

(517) 322-1901

MI ECONOMIC DEVELOPMENT CORP.

300 N, Washington Square
Lansing, MI 48913

Peter Morse
Cindy Blasius

(517) 335-5809
241-1273

MILITARY & VETERANS' AFFAIRS, Dept. of

2500 S. Washington, Lansing, MI 48913

Carol Kitchin
Sandy Wentworth
Jim Schleicher

(517) 483-5663
483-5803
483-5658

Grand Rapids Home for Veterans

3000 Monroe Ave. Grand Rapids, MI 49505

Wayne Postmus
Doug Wagenborg

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NATURAL RESOURCES, Dept. of

P.O. Box 30028, Lansing, MI 48909

David Grimm
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Kris Squibb
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8717 N. Roscommon Rd., Roscommon, MI 48653
Laurie Beauchamp

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373-7587
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(989) 275-5151
(906) 228-6561



Moving of Office Equipment & Supplies

1990 US 41 S., Marquette, MI 49855

AGENCY AND ADDRESS	CONTACT	TELEPHONE
STATE, Dept. of Purchasing & Contracts Section 124 W. Allegan, 2nd Floor Lansing, MI 48918-14444	Betty Nixon Karen Phelan Barbara Mazner David Smith	(517) 373-2572 373-2571 335-2754 335-2756
STATE COURT ADMINISTRATIVE OFFICE American Center Bldg. 27777 Franklin Rd-Ste. 1300 Southfield 48034	Mark Dobek	(810) 352-8990
STATE LOTTERY, BUREAU OF 101 E. Hillsdale, Lansing, MI 48913	Karen Wesley Randi Veneman	(517) 335-5686 335-5680
STATE POLICE, Dept. of 714 S. Harrison Road, E. Lansing, MI 48823	Marcia Rademacher Steve Abbey Donna Bessey	(517) 336-6128 336-6129 336-6342
TRANSPORTATION, Dept of Purchasing Unit 425 W. Ottawa, 4th Floor, Lansing, MI 48909	Charles Whiteside Rick Dolan	(517) 373-2131 335-2507
Central Warehouse	Judy Erickson	(517) 322-5559
TREASURY, Dept. of Treasury Building, 3rd Floor Lansing, MI 48933	Bruce Hanses Colleen Horstmyer	(517) 335-0967 373-4760
Gaming Control Board 1500 Abbott Road, East Lansing, MI 48823	Marina Kotsifis LeAnn Droste	(517) 241-0347 (517) 241-0346

* indicates U.S. mail

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